

Lilia Teninty

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**Number:** APD-AR-16-079

**Issue date:** 1/5/2017

**CORRECTED**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Independent Contractor Employment Service Enrollment

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)                                     |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In Home Services   |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerage and CDDP staff, Employment Service Providers |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Reason for action:**

This transmittal is intended to provide additional guidance regarding the requirements of Independent Contractors (ICs) enrolled, or wanting to enroll as Employment Service Providers, for training and demonstration of Core Competencies and Training Standards of Supported Employment Professionals in the new Worker Guide format. New Provider Enrollment Agreements have been generated and are available online for Independent Contractors and this outlines the requirements for the use of the new PEAs. Note: ICs, per OAR 411-345, may only provide Discovery or Job Development through the Office of Developmental Disabilities Services (ODDS).

**Background:**

Implementation of Oregon's Department of Human Services (hereinafter referred to as 'DHS' or the 'Department') Employment First policy, Executive Order 15-01, OAR 411-345, and evidence based best practices, requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are credentialed and trained under competency-based training standards.

**Action required:**

Effective December 1, 2016 the new Provider Enrollment Agreements for ICs can be found here: <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx>, and must be used for all new or renewing enrollments for ICs.

In order to track and maintain records of competencies met, ODDS has developed a Mailbox to send verification of training completed and/or credentialing requirements met. The mailbox is: [EmploymentTraining.Review@dhsosha.state.or.us](mailto:EmploymentTraining.Review@dhsosha.state.or.us). Effective December 1, 2016, this mailbox must be utilized for all Independent Contractors providing employment services to submit documentation of training and Core Competencies attained.

**Independent Contractors:**

As outlined in OAR 411-345, beginning January 1, 2015, ODDS implemented the requirement that all Independent Contractors who deliver the services Discovery and Job Development must:

- Demonstrate the Core Competencies and Training Standards of Supported Employment Professionals within one year of hire\*; and
- Must complete one competency based training within 90 days of hire\*\*; and
- Must complete one competency based training every subsequent year as an ongoing continuing education requirement.

*\*Core Competencies are considered satisfied by Independent Contractors who hold the Department Approved Credential (ACRE, CESP, OELN DHS Certificate, etc.)*

*\*\*The initial competency based training requirement for Independent Contractors delivering the service of Discovery shall be deemed satisfied by the Discovery course which must be taken before the service is delivered.*

A list of approved trainings can be found here: <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx>.

Independent Contractors who provide Discovery or Job Development services must also take a Discovery specific training as outlined in [PT 14-029](#), as well as maintain a contract with Vocational Rehabilitation for Job Placement Services prior to enrollment.

These credentials, including a verification of Discovery Training and proof of contract with VR (which may be the signature page of the contract), must be submitted at the same time as the Provider Enrollment Agreement. ICs must also meet the credentialing requirement outlined in OAR 411-345. Acceptable credentials include CESP, ACRE, or a certificate from a program in Supported Employment from an accredited institution of higher education, such as a University or Community College. Independent Contractors should submit training records, contract verification, and credentials to: [EmploymentTraining.Review@dhsosha.state.or.us](mailto:EmploymentTraining.Review@dhsosha.state.or.us). There is a checklist of forms and documentation to be submitted at the end of this Worker Guide.

**Reason for action:**

In order to ensure employment services are delivered by professionals qualified in evidence based practices, this mailbox will provide a record of competency attainment and training standards achieved.

**Field/stakeholder review:**      Yes      No

**If yes, reviewed by:** Oregon Resource Association, Oregon Support Services, Association of Oregon Community Mental Health Programs, Community Provider Association of Oregon

*If you have any questions about this action request, contact:*

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